

Excerpt from

# Spanish Practical Conversations

By

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## About the Author

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# Preview

The following is a sample excerpt from a Spanish study unit converted into the Adobe Acrobat format. A sample online exam is available for this excerpt.

The study unit on which this excerpt is based focuses on vocabulary expressions used in travel, business, and other real-life situations. Learning this practical vocabulary will open doors to further study and practice in your own particular situation.

Many of the words and phrases covered in this excerpt are used in several different situations. As you learn how to mix and match vocabulary, your proficiency with the language will grow in leaps and bounds. Imagine how much you'll be using your knowledge of Spanish. Perhaps you're planning on a vacation. While you're there, you may need to ask directions to your hotel. With your study and practice, you'll not only know how to ask, you'll also be able to understand the answer, in Spanish! Or, maybe you'll be going on an extended business trip, and you'll need to attend meetings, write letters, and entertain clients at your company headquarters abroad. Or, perhaps you'll be relocating to a Spanish-speaking country and will need to go apartment hunting or buy something at the market or drugstore. In your own country, there may be Spanish-speaking visitors, or, as in the United States, an increasing number of Spanish-speaking residents to whom you'll be able to extend the same assistance and courtesies that you would appreciate.

After reading through the following material, feel free to take the [sample exam](#) based on this excerpt.

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## **EXAMINATION**

# Business Spanish

## IN THE OFFICE



Note that the study units in the Spanish program include taped recordings of the spoken vocabulary, allowing you to hear conversations in various contexts. The cassette image shown here is a signal to turn on your cassette player at the point where the image appears in the study unit. For this online sample, just click on the cassette image with your mouse to hear the recordings on your computer's audio program.



## Vocabulary



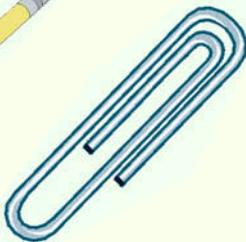
Listen to the following vocabulary, and repeat the Spanish. Aim for accurate pronunciation. Repeat the words until you're confident with their pronunciation and you easily recognize them. Test yourself by writing the English and Spanish words on separate slips of paper or index cards. Then, match each English word with its Spanish equivalent.

desk  
office  
pencil  
pen  
eraser  
copy  
file  
folder  
paperclip  
copy machine  
fax machine  
pencil sharpener  
stapler  
staple  
lead  
ink  
light bulb  
computer  
printer  
paper  
scissors  
mouse  
typewriter

to type  
to print  
to file  
to fax  
to copy  
to send  
to call

el escritorio  
la oficina  
el lápiz  
el bolígrafo  
la goma  
la copia  
el archivo  
la carpeta  
el atapepales  
la copiadora  
el fax  
el sacapuntas  
la grapadora  
la grapa  
la mina  
la tinta  
la bombilla  
la computadora  
la impresora  
el papel  
las tijeras  
el ratón  
la máquina de escribir

escribir a máquina  
imprimir  
archivar  
mandar un fax  
copiar  
mandar  
llamar



## Practice



Listen to the following short selections. Repeat them with the recording until you're confident you have the proper pronunciation. Practice in smaller bits first. Use your *Pause* or *Stop* button to help you break the selection up. Then, say the entire selection. You can even try to memorize it and substitute words and phrases that make sense.

I'm looking for some paperclips, but I can only find pencil lead and staples. Can you help me?

Amelia went to turn on the light in her office and discovered it doesn't work. She needs to replace the bulb.

Where did you go?

I was looking for you because I don't know how to fax, and I was hoping you would help me.

We all have computers now. We only use the typewriters very rarely.

Alejandro is copying what was in this folder.

When he's done, I'll file it.

Do you need a pencil sharpener?

No, I have a mechanical pencil.

The printer isn't working again. How are we going to print?

My pen is out of ink.

Can you staple these papers? I'll bring you a stapler.

I have used eraser all over my desk.

Estoy buscando unos atapepales, pero sólo encuentro minas y grapas. ¿Me puedes ayudar?

Amelia fue a encender la luz en su oficina, y notó que no funciona. Tiene que reemplazar la bombilla.

¿Dónde fuiste?

Te buscaba porque no sé mandar un fax, y esperaba que me ayudaras.

Todos tenemos computadoras ahora. Sólo usamos las máquinas de escribir muy rara vez.

Alejandro está copiando lo que había en ésta carpeta.

Cuando termine la archivaré.

¿Necesitas sacapuntas?

No, tengo un lápiz mecánico.

La impresora no sirve otra vez. ¿Cómo vamos a imprimir?

Se agotó la tinta en mi bolígrafo.

¿Puede Ud. grapar estos papeles? Le traigo grapadora.

Tengo restos de goma por todas partes en mi escritorio.

## INTEROFFICE RELATIONS



## Vocabulary



Listen to the following vocabulary, and repeat the Spanish. Aim for accurate pronunciation. Repeat the words until you're confident with their pronunciation and you easily recognize them. Test yourself by writing the English and Spanish words on separate slips of paper or index cards. Then, match each English word with its Spanish equivalent.

secretary  
boss  
manager  
president  
vice president

director  
coordinator  
worker  
partner  
colleague  
internship  
client  
board of directors  
company  
management  
agent

to discuss  
to order, to command  
to hire  
to fire  
to work  
to lead  
to direct  
to manage

el secretario, la secretaria  
el jefe, la jefa  
el gerente, la gerente  
el presidente, la presidente  
el vice presidente, la vice presidente  
el director, la directora  
el coordinador, la coordinadora  
el trabajador, la trabajadora  
el socio, la socia  
el colega, la colega  
la pasantía  
el cliente, la cliente  
la junta directiva  
la sociedad  
la gerencia  
el agente, la agente

discutir  
mandar  
contratar  
despedir  
trabajar  
guiar  
dirigir  
manejar



## MEETINGS



## Vocabulary



Listen to the following vocabulary, and repeat the Spanish. Aim for accurate pronunciation. Repeat the words until you're confident with their pronunciation and you easily recognize them. Test yourself by writing the English and Spanish words on separate slips of paper or index cards. Then, match each English word with its Spanish equivalent.

meeting  
 appointment  
 room  
 seats  
 agenda  
 discussion  
 point  
 request  
 suggestion  
 table  
 lunch  
 dinner  
 breakfast  
 time  
 contribution

to arrive  
 to suggest  
 to speak  
 to make a point  
 to agree (with)  
 to disagree (with)

punctual  
 late  
 early  
 attentively

la reunión  
 la cita  
 la sala  
 los asientos  
 el agenda  
 la discusión  
 el punto  
 la solicitud  
 la sugerencia  
 la mesa  
 el almuerzo  
 la cena  
 el desayuno  
 la hora  
 la contribución

llegar  
 sugerir  
 hablar  
 hacer un punto  
 estar de acuerdo (con)  
 no estar de acuerdo (con)

punctual  
 tarde  
 temprano  
 con atención

